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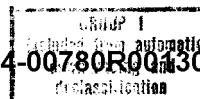
22/8 66-6652

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Use Standards for Office Furniture

REFERENCE : Newspaper Article Forwarded from DDE 1 December 1966

1. This memorandum contains recommendations in paragraph 4 for your approval.
2. Our original proposed criteria authorized executive furniture for grade GS-16 and above. This proposal is contained in paragraph 2 of Headquarters Notice [] which has been approved by your office. We have contacted the Support Services Staff and requested the proposed notice which is presently being coordinated through the various components of the Agency be delayed until they hear from this office.
3. The referenced newspaper article published the criteria as contained in General Services Administration Temporary Regulation E-6 dated 14 October 1966 (Attachment 2). This Temporary Regulation expires 30 June 1967. We do not stock and did not contemplate procurement and utilization of unitized wood furniture which the General Services Administration criteria authorizes for grade GS-15 through 17.
4. Our current availability of Class A furniture indicates that we have assets to set up approximately 13 sets of Class A furniture, excluding divans of which we have only 3. In the light of the General Services Administration Temporary Regulation E-6 policy and our limited stock position, I recommend the following:
 - a. That the issue of Class A furniture from stock be limited to grade GS-18 and above.
 - b. That requirements for grade GS-16 and 17 which are determined to be essential be satisfied by redistribution of available assets within the specific directorates and under the auspices of the Executive Officer of the applicable directorate.
 - c. That grade GS-15 be provided with unitized metal furniture.



SECRET

SUBJECT: Use Standards for Office Furniture

d. That paragraph 2 of proposed Headquarters Notice as amended (attached herewith), be approved for publication.

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/s/

Acting Director of Logistics

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3 Atts

Att 1: Newspaper Article

Att 2: GSA Temporary Reg E-6

Att 3: Modification to Proposed HN

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The recommendations contained in paragraph 4 are approved.

SIGNED R. L. Bannerman

16 DEC 1960

R. L. Bannerman
Deputy Director
for Support

Date

Distribution:

Orig - OL/SD

2 - Addressee

1 - OL Official File